

Managing Successful Events

Whatever the event, set your own seal on it and get the credit you deserve

Organising any event, from a small luncheon to a divisional conference, can be very time consuming. We show you how to make a success of any event you organise and still complete the rest of your work – it's perfect.

From the Top

Whether managing an event and all related logistics from start to finish yourself, or bringing in external service providers, your responsibility for an event means you want to be confident of a successful outcome. This one day course covers every aspect of organising and managing an event and ensuring that not only is it a complete success, but that you get full credit for it.

The workshop is comprehensive, but key points covered include:

- Getting the right information from your manager
- Ensuring the event is on the right day and time of month
- How to organise your time and produce a check list
- How to find information for the event, including venues
- Managing and increasing your budget
- Dealing with invitations and follow-up
- And of course, much, much more

Don't be the unsung heroine any longer – get the recognition you deserve for your brilliant organisational skills, with a little bit of help from your friends at Today's PA.

The cost of the course includes all refreshments, as well as a hot à la carte lunch. You will also receive a certificate of attendance and a complete pack of course materials.

Our Philosophy

Courses and workshops from Indiquo are designed to engage and entertain, as well as inform – that's how we can promise to make what can seem to be the duller of subjects interesting. Our trainers have real-world experience at all levels of the organisation, so they speak your language and understand your issues and problems. And because they have 'been there and done that', they know how to get straight to the heart of every subject.

Our trainers ensure they keep right up to date with cultural and procedural changes in office life by engaging closely with course participants and building relationships with workshop attendees that endure long after the courses are over.